



Planning and Development Department Site Plan Review Checklist

Please review the following items to ensure the greatest efficiency of site plan review by the Planning & Development Department:

Site Plans

Site Plans Should Contain the Following Review Items:

- Site Address
- Name of Building or Business
- Key Map (location of site)
- Graphic Scale (permitted scales include 1"=10', 20', 30', 40', 50' or 60')
NOTE: Plans must be printed to correct scale
- Total lot(s) or construction limit square footage
- Property Lines
- Easements and Right-of-Ways
- Access Points, including any existing across right-of-way
- Building Footprint (existing and proposed additions with square footage)
- Accessory Structure Footprint (include square footage)
- Proposed uses of the site, including square footage
- Any existing/remaining structures on site (note location, size, uses, and use square footage)
- Streets, Driveways and Access Points
- Parking Spaces
- Parking Calculations (include required ratio per each use with square footage)
- Loading Space(s) (if applicable)
- Stacking Spaces for Drive-Thrus (if applicable)
- Sidewalks – also include on paving plan (city sidewalks should be included for all projects)
- Residential Protection Standards (if applicable)
- Conditional Overlay Requirements (if applicable)
- Existing or Proposed Permanent Signs

Landscape Plans

Landscape Plans Should Contain the Following Review Items:

- Graphic Scale (permitted scales include 1"=10', 20', 30', 40', 50' or 60')
NOTE: Plans must be printed to correct scale
- Property Lines (all planting/landscaping other than turf and street trees shall remain inside the property lines)
- Building Footprint

- Easements and Right-of-Ways
- Access Points, including any existing across right-of-way
- Planting Schedule and Key
 - Open Space Plant Unit calculations
 - Proposed Plants with distinct symbols correlating to Planting Key
 - Differentiating symbols between various Plant Unit Values
 - Size of Plant Material at Installation
- Existing plants to remain and used to fulfill plant units (note: existing plants must be identified and noted separately on the planting schedule)
- Street Trees
- Parking Buffers (if applicable)
- Residential Protection Standards (if applicable)
- Conditional Overlay Requirements (if applicable)

All landscape plans requiring street trees should include the following notation on the sheet: "Street trees require a planting permit through the Forestry Department, located at 402 23rd St N, phone (701) 241-1465. Species and location to be determined by Forestry Department."

Other Plans/Items

- All Architectural Plans should include a Graphic Scale
 - NOTE:** Plans must be printed to correct scale
- Building Elevations and Floor Plans (include square footage and uses on floor plans)
- Accessory Structure Elevations
- Lighting Study (Applicable only if Residential Protection Standards Apply)
- Architectural Plans should include Building Materials and Colors (if applicable to zoning district or conditional overlay)
- Total Residential Units (for residential purposes only) - include number of efficiencies, 1 bedroom, and 2+ bedroom units

Please note: Final project documents should be submitted. Preliminary plans will not be reviewed.